



south dakota
STATE LIBRARY

Leadership. Innovation. Excellence.

South Dakota Libraries' Guide to...

Attending a SD State Library Webinar

Attending a SD State Library webinar using Live Meeting

Check your e-mail for the login information.

- Click on the "Join Meeting" url in the e-mail.
- Call the 800 number for audio.

Option 1:

- LiveMeeting is loaded on the computer—check the top of the screen for a pop-up blocker.
- It is ok to download the file.

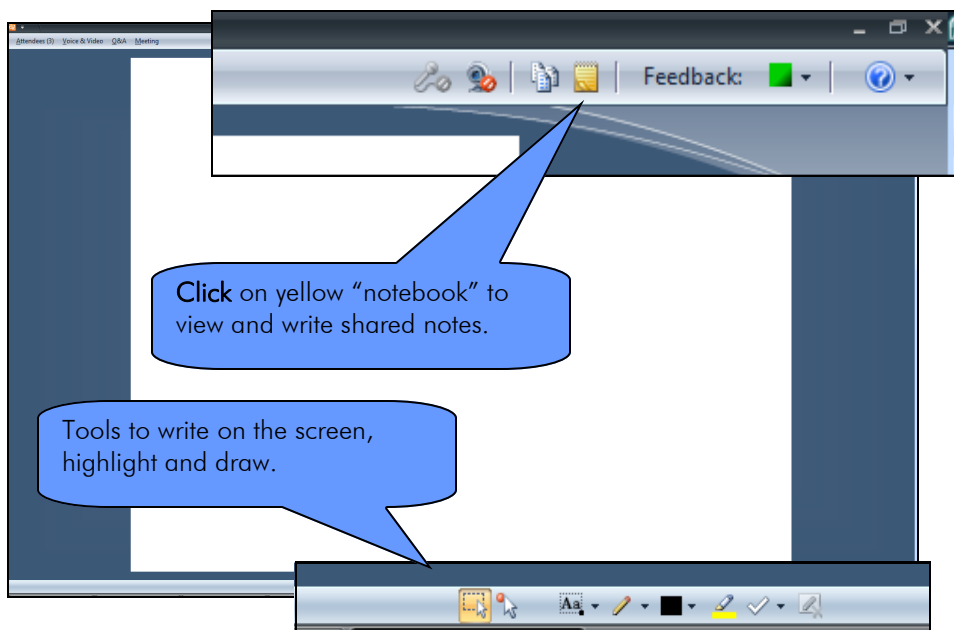
Option 2:

- Live Meeting is not loaded on the computer. Use the web only option.

Further technical difficulties?

- Check login information in e-mail and follow troubleshooting steps.
- Call 800-423-6665

Live Meeting is an online meeting software that allows users to view the presenter's screen on their own computer. Audio is via telephone.



- Login information e-mail—contains information to login to the webinar on the computer and call-in information for audio.
- E-mail format may vary depending on trainer.

Login information: Test Meeting

To: [Redacted]
Cc: [Redacted]

When: Tuesday, May 11, 2010 6:00 PM (CDT)
Scheduled to Occur: Once
Duration: 1:00

[Redacted] has invited you to attend an online meeting using Microsoft Office Live Meeting.
<https://www.livemeeting.com/cc/stateofsd/join?id=S7F3GP&role=attend&pw=g%3A%5D4%5EZw>
Meeting time: May 11, 2010 6:00 PM (CDT)
Add to my Outlook Calendar:
<https://www.livemeeting.com/cc/stateofsd/meeting/CS7F3GP&role=attend&pw=g%3A%5D4%5EZw&i=i.ics>

AUDIO INFORMATION
Telephone conferencing
Use the information below to connect:
Toll-free: +1 (866) 410-8397
Toll: +1 (660) 422-5114
Participant code: Will vary

FIRST-TIME USERS
To save time before the meeting, check your system to make sure it is ready to use Microsoft Office Live Meeting.
<http://go.microsoft.com/fwlink/?LinkId=90703>

TROUBLESHOOTING
Unable to join the meeting? Follow these steps:
1. Copy this address and paste it into your web browser:
<https://www.livemeeting.com/cc/stateofsd/join>
2. Copy and paste the required information:
Meeting ID: S7F3GP
Entry Code: g:j4*Zw
Location: <https://www.livemeeting.com/cc/stateofsd>

If you still cannot enter the meeting, contact support:
<http://www.webconferencesupport.com>

NOTICE

Click on this url—to login

File Edit View Insert Format Tools Actions Help

✓ Accept Tentative ✗ Decline Propose New Time

Appointment | Scheduling

Accepted on 04/28/2010 9:03 AM.
This appointment occurs in the past.

Organizer: jasmine.rockwell@state.sd.us

Subject: Lexile webinar practice

Location: [Dropdown] [This is an online meeting]

Start time: Mon 05/03/2010 2:00 PM [All day event]
End time: Mon 05/03/2010 3:30 PM

Reminder: 15 minutes Show time as: Busy Label: None

Jasmine Rockwell has invited you to attend an online meeting using Live Meeting.
[Join the meeting.](#)

Audio Information
Telephone conferencing
Use the information below to connect:
Toll-free: +1 (866) 410-8397
Toll: +1 (660) 422-5114
Participant code: 6057735066

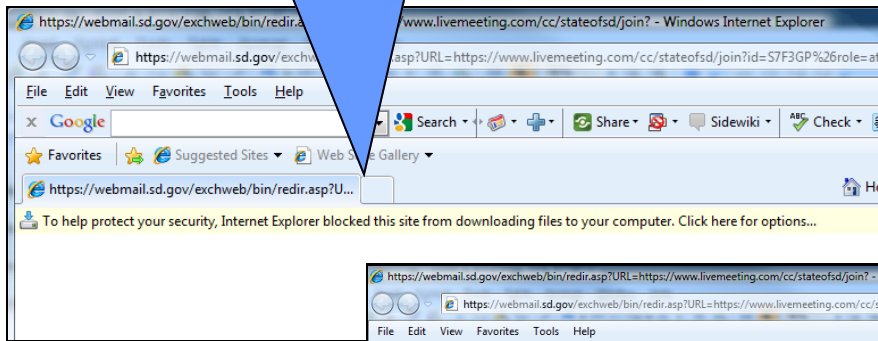
First Time Users:
To save time before the meeting, [check your system](#) to make sure it is ready to use Microsoft Office Live Meeting.

Troubleshooting
Unable to join the meeting? Follow these steps:
1. Copy this address and paste it into your web browser:
<https://www.livemeeting.com/cc/stateofsd/join>
2. Copy and paste the required information:
Meeting ID: 27248N
Entry Code: r%~6/Hh
Location: <https://www.livemeeting.com/cc/stateofsd>

If you still cannot enter the meeting, [contact support](#)

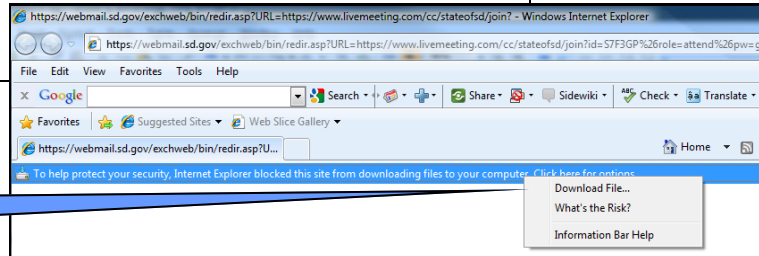
If you "accepted" the invitation in Outlook, login information will be in your calendar.

If you have LiveMeeting loaded on your computer, a yellow bar will appear at the top of the screen.



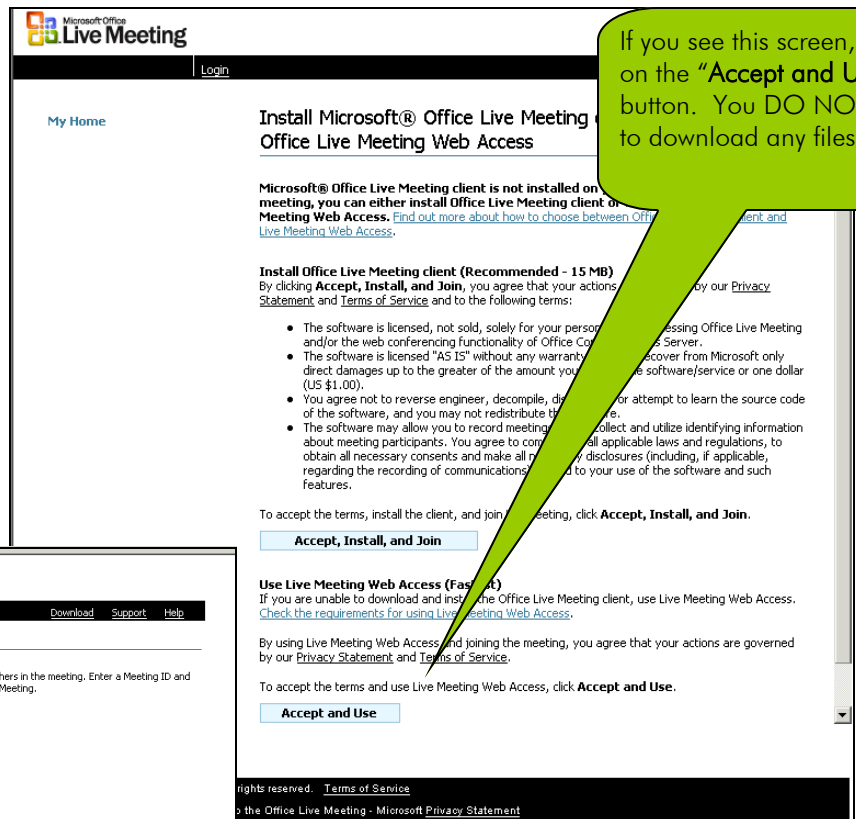
Option 1:
You've attended a LiveMeeting webinar before and LiveMeeting is loaded on your computer

Click on the yellow bar and download file...

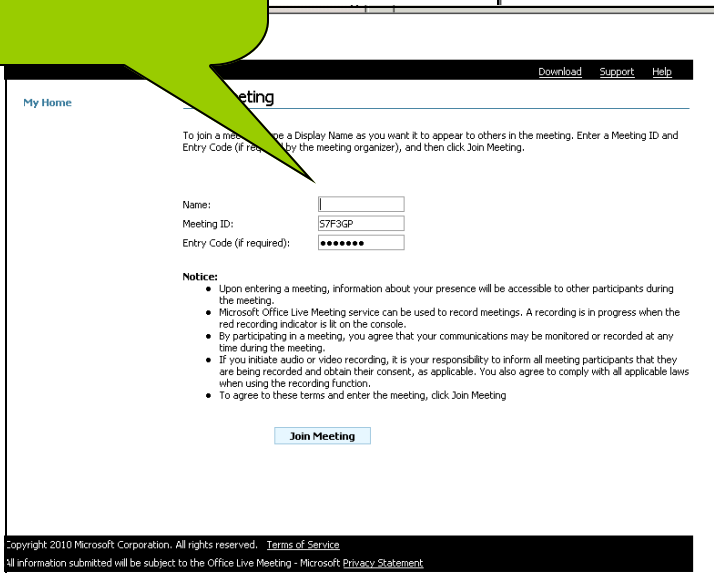


Option 2:
You are asked to "Install" LiveMeeting.
Scroll down and click on web access option.

Type **your name** in the box and click "Join Meeting".
If the next screen says "you are using an unsupported system" click "Join Meeting" on that screen also.



If you see this screen, click on the "Accept and Use" button. You DO NOT have to download any files.



Option 3:
Other messages—ask your IT person for assistance to allow the computer to run Live Meeting.